

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
EMPLOYMENT OFFICE

**STAFF SERVICES ANALYST
(RECRUITMENT COORDINATOR)**

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Staff Services Manager I (Hiring/Recruitment), the Staff Services Analyst (Recruitment Coordinator) assists in the monitoring of all recruitment activities and efforts for all classifications that are hired at the hospital.

- 50%** **Develop innovative recruitment strategies for all classifications hired at the hospital. Develop and initiate creative advertising campaigns. Maintain awareness of hiring needs for all classifications hired at the hospital. Coordinate job and career fair participation. Provide consultation and assistance to Discipline Chiefs and Hiring Supervisors in their area recruitment efforts.** Order and maintain supplies of recruitment materials and provide event participants with appropriate materials to effectively recruit staff. **Travel to and attend various recruitment functions.** Provide candidates with accurate employment information including salaries, benefits, working conditions, minimum requirements, interview processes, clearances, etc. Provide candidates with information regarding the hospital's mission, treatment modalities, and patient population. **Schedule and guide hospital tours for prospective candidates.** Obtain general community information such as rental costs and real estate in the various cities within the county to share with prospective candidates.
- 35%** **Track and monitor recruitment activities for effectiveness.** Assist with initiating and monitoring general advertising contracts. **Collect, monitor, and report applicable recruitment and candidate statistics.** Develop and maintain a hospital- wide recruitment database. Provide various reports to Executive Management and Human Resources Management Team as requested.
- 15%** Post vacancies to the Exam Certification On-Line System (ECOS) and verify content is accurate. **Screen applications for eligibility to ensure minimum qualifications (MQ's) are met. Verify transfer eligibility to ensure applicants meet all law and rules.** Recommend alternate options for recruitment to increase candidate pools. Assist with various audits as required. Assist candidates with the CalCareer Exam process online. Provide Employment Office coverage which may include Department of Justice/Federal Bureau of Investigations fingerprint submittal, answer phones, direct calls, and assist customers at the front counter.

2. SUPERVISION RECEIVED

1st Level - Staff Services Manager I (Hiring/Recruitment)

3. SUPERVISION EXERCISED

None

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel and management analysis; governmental functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards

PREVENTION / MANAGEMENT OF ASSAULTIVE BEHAVIOR (At facility's option)

Applies and demonstrates knowledge of correct methods in the prevention / management of assaultive behavior (PMAB) appropriate to job class and assignment

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace which enables the employee to work effectively

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and **all** other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Basic knowledge of Personnel policies, laws, rules, and regulations as they pertain to State examining and hiring
- Support of the hospital's recruitment practices and functions within the bounds of established Personnel policies and procedures

TECHNICAL PROFICIENCY

- Facilitate the coordination and development of recruitment resources
- Provide consultation and assistance to Discipline Chiefs and Hiring Supervisors in their individual recruitment efforts
- Assist with monitoring advertising content and costs
- Aggregate data concerning efficiency and effectiveness of recruitment efforts
- Represent the hospital at various recruitment functions throughout the State
- Create effective recruitment tools and literature
- Develop and maintain hospital-wide recruitment database

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. – N/A

7. TRAINING

Training Category = 10

The employee is required to keep current with the completion of all required training appropriate to job class and assignment.

8. WORKING CONDITIONS

Assigned work hours are Monday-Friday 8:00 a.m. to 4:30 p.m., but additional evening or weekend hours may be required when traveling and/or attending public events. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties. Employees are required to attend and complete all required training.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date